

**ZAPP™: <http://www.zapplication.org>**  
**APPLICATION PROCESS**

**Step 1: Register**

- 1) Go to the ZAPP™ site: [www.zapplication.org](http://www.zapplication.org)
- 2) Click on the button **First Time Users Click Here to Register**
  - a. If you have already registered, simply log-in and skip to step #8 on this page.
- 3) Click on the link in red titled **Click Here** at the bottom of the information page.
- 4) The terms and conditions for ZAPP™ must be agreed upon before you can register. After reading the information, click on the button titled **Yes, I Agree**.
- 5) On the following page fill out all of the required fields for your profile.
  - a. Your Username & Password (do not use spaces, dashes or special characters).
  - b. Please provide your contact information (address, email, etc.). This information makes it possible for us or project administrators to contact you.
  - c. When you are finished filling out your profile, click on the **Update Now** button at the bottom of the page.
- 6) If everything has been completed correctly the next page will state; *Thank You! You have successfully registered with ZAPP™.*
- 7) Having completed the ZAPP™ artist registration, you can now click on **Continue**.
- 8) The next page will be your ZAPP™ welcome page also known as the control center.

Registration is the first step. You still need to continue to the application process.

**There are three tabs across the top of the page; *Manage Images, Apply to Shows, Checkout.***

**Step 2: My Images**

- 1) To upload image files click on **My Images** at the top of the page.
  - a. Click **Browse** first and navigate to the location where you've saved your images for ZAPP™. Open the folder and highlight the individual image file, click **Open**. Back in ZAPP™, the upload page will populate the file's address in the box next to "Image File".
  - b. Add the **Title** of your artwork (not jpeg title).
  - c. Add the **Medium, Height, Width and Depth** of your artwork. \*If your art is 2D, put a 0 for Depth\*
  - d. If applicable, add the **Price/Value** of your artwork.
  - e. If applicable, include a short **Description**.
  - f. Lastly, click **ADD IMAGE**.
  - g. A progress loading window will display the upload timing. DO NOT close the box or click another action (it will take a few seconds or minutes to upload).
- 2) Once the upload is completely, a page will display the thumbnail.
- 3) Repeat the upload steps for each image you need to upload. You will be able to re-order images on your entry later in the process.

**Step 3: Apply to Shows**

- 1) To apply to a call for entry click on **Apply to Shows** at the top of the page.
- 2) Scroll down to locate your specific show, click on the red link marked **View More Info**.
- 3) More info will display the full prospectus. Read it carefully.
- 4) Next click **Apply to this Show**. Read or print its terms and conditions, click **Yes, I Agree**.
- 5) The next page should read *Contact Show* and the name of the show at the top.

- 6) Complete all required fields and select the images to assign to that application. If you've uploaded images your images will appear at the bottom of the page. If you have not yet loaded images, complete the application form, and then return to Manage Images.
- 7) When your application is complete or you need to save entered data, click **Update**. This will save your started application. You can now exit and come back later to upload your images, or you can continue on to re-order images or checkout. Either way it is VERY important that you save your entry by clicking **Update**. You can return to complete your entry from the *My ZAPPlcation* navigation link.

#### **Step 4: Checkout**

- 1) To checkout and finalize your submission application, click on **Checkout**.
- 2) Enter a checkmark in the box next to the application name and fee.
- 3) Choose payment method and click on **re-Calculate**, then click **Proceed to Checkout**.
- 4) Submit the "Recalculate" button required for either check or credit card payment.
  - a. You can print out the transaction receipt or one will also be sent to the email address you registered with.

**Best of luck in your event season!!**